From:	Martin, John
To:	Mason, Steve
Subject:	RE: Suggestion for the 1800 Call
Date:	Thursday, September 07, 2017 3:19:26 PM
Attachments:	image002.jpg
	image003.jpg
	image004.jpg
	image005.png

I was thinking I would facilitate b/c Matt is too busy at that time. I'll the SITL to take notes. Thanks for the input; I may have to use this if below doesn't work.

1730 ROLL CALL

      BRANCH BRIEF Out of Highlights/Issues (7 minutes per Branch)

      REOC: Questions

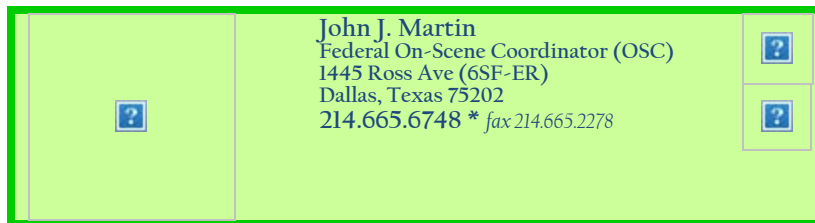1600 Dismiss Branch Directors if they wish (OPS will stay on for messaging)

      REOC Report (10 minutes)

      JFO (3 minutes)

      RRCC (3 minutes)

1620 Resolution/Shelved Topics (8 minutes)

1628 IC-final good-bye

John J. Martin
Federal On-Scene Coordinator (OSC)
1445 Ross Ave (6SF-ER)
Dallas, Texas 75202
214.665.6748 * *fax 214.665.2278*

From: Mason, Steve
Sent: Wednesday, September 06, 2017 10:35 PM
To: Martin, John
Subject: Suggestion for the 1800 Call

John, just a suggestion that may help you on the 1800 call... since you already have enough on your plate...

Get a facilitator to run the call, so you can focus on what people are saying and not have to focus on running the call...

Shoot for 1 hour... broken down by this...

First, absolutely start on time at 1800...

18:00 Roll Call – 2:00 minutes

18:02 Unified Command Report – 8:00 minutes

18:10 Alpha Branch Report – 7:00 minutes

18:17 Bravo Branch Report – 7:00 minutes

18:23 Charlie Branch Report – 7:00 minutes

18:30 Safety Report – 5:00 minutes

18:35 REOC Report – 10:00 minutes

18:45 JFO/RRCC Report – 6:00 minutes shared

18:51 Questions and Answers – 7:00 minutes

18:58 Final Comments from IC – 2:00 minutes

Make it clear to everyone they have to stick to this schedule...

The facilitator would let them know when they have 1 minute... and stop them at their

deadline… if there is time at the end, the facilitator can allow them to finish… but if not, sorry…

… and the facilitator would immediately stop any discussion that should be taken off -line to work or is getting too far into the weeds…

… or you can tell me to mind my own business… ☺

Get some rest… !!!! I order it as a CISM officer…

With Regards, Steve